

Memphis
State
University

Non-Profit Organization
U. S. POSTAGE
PAID
Memphis, Tennessee
Permit No. 207

Important Dates

Admission: New and transfer students should complete admission requirements by August 18, 1962.

Orientation of new students registering in the Evening Division, 6:00 P.M., September 21, 1962.

Registration for classes: September 21, 1962. Students whose surnames begin with L-Z will register at 6:30 P.M. Those whose surnames begin with A-K will register at 7:30 P.M.

(This includes registration for credit in Television courses)

Classes meet as scheduled: September 24, 1962.

Fees:

For Residents of Tennessee

\$ 7.50 per semester hour credit.

For Non-Residents

\$15.00 per semester hour credit.

APPLICATION FOR READMISSION — MEMPHIS STATE UNIVERSITY

Full Legal Name: _____ (Print) Last _____ First _____ Middle _____ Maiden, if Married _____ Sex: _____ M or F _____

Permanent Mailing Address: _____ Number _____ Street _____ City _____ Zone _____ State _____

Date of Birth: _____ Month _____ Day _____ Year _____ Place of Birth: _____ City _____ State _____

Date of Proposed Re-entrance: _____ Semester of 19_____ Evening Division: _____
(Fall, Spring, or Summer) _____ for the Day Classes: _____
(Please Check)

Date of Last Attendance at Memphis State: _____

Major Area: _____ Classification: _____

Colleges Attended Since Leaving Memphis State (If None, Write "None"):

College: _____ Date Attended: _____

College: _____ Date Attended: _____

DO NOT WRITE IN THIS SPACE

School: _____ Class: _____

Signature _____

Clearance: _____

Date: _____, 19_____

Date: _____

RETURN THIS APPLICATION TO THE REGISTRAR'S OFFICE

APPLICATION FOR NEW and TRANSFER STUDENTS

Students beginning college or transferring from another institution complete this form for further information on admission requirements.

Full Name: _____ (Print) Last: _____ First: _____ Middle: _____ Maiden, if married _____ Sex: _____ M or F _____

Address: _____ Number: _____ Street: _____ City: _____ Zone: _____ State: _____

Date of Proposed Entrance: _____ Semester of 19: _____

University
State
Memphis

		The School
Industrial Arts		Introduction to Engineering Engineering Drawing Engineering Drawing Manufacturing Processes Building Specifications and Estimating Metallurgy Industrial Safety Foremanship
Art		Art Education Design I Design III
Biology		Introduction to Biology General Animal Biology Protozoology
Classical and Modern Languages		Elementary French Elementary German Elementary Russian Elementary Spanish
English		English Fundamentals English Fundamentals English Literature English Literature Survey of American Literature
History		The Development of European Civilization Europe in the Twentieth Century The United States to 1865
Mathematics		Constitutional History of the United States to 1865 Mathematical Concepts Basic Mathematics Basic Mathematics College Algebra and Trigonometry Calculus Introduction to Modern Mathematics
Music and Music Education		Music Lessons Individual credit by discussion
Philosophy		Introduction to Philosophy
Physical Sciences		General Inorganic Chemistry General Organic Chemistry
Psychology		General Psychology I General Psychology II Psychology in Business and Industry Social Psychology Quantitative Methods
Social Sciences		Physical Geography Physical Geography Economic Geography A Survey of World Regions Urban Land Uses City Planning National Government Modern Political Ideologies
Accountancy		The School Fundamentals of Accounting I
Economics and Finance		Fundamentals of Accounting II Accounting Laboratory Intermediate Accounting Cost Accounting I Advanced Accounting I Federal Income Tax I Current Accounting Problems
Management		Principles of Economics
Marketing		Principles of Economics I Investments Government Regulation and Business Policy *A student taking Economics

admission requirements

Division, 6:00 P.M., Sep-

s whose surnames begin
names begin with A-K will

vision courses)

per semester hour credit.
per semester hour credit.

Memphis State University

Memphis II, Tenn.

Description of Courses

Industrial Arts

- 141—Introduction to Engineering. (3)
Introduction to the engineering profession, with emphasis on the slide rule and measuring instruments.
- 151—Engineering Graphics. (3)
Basic drafting principles in the use of instruments, theory of projections, and making drawings. One lecture, four laboratory hours per week.
- 152—Engineering Drawing. (3)
Continuation of I.A. 151, with emphasis on machine drawing. One hour lecture, four hours laboratory. Prerequisite I.A. 151.
- 362—Manufacturing Processes. (3)
Study of manufacturing equipment and its uses.
- 355—Building Specifications and Estimating. (3)
Study and practice of specifications, bidding procedures, and estimating. Prerequisite Industrial Arts 351.
- 375—Metallurgy. (3)
Study and testing of metals and metal products. Prerequisite Industrial Arts 341.
- 437—Industrial Safety. (3)
Study of industrial hazards and safety procedures.
- 438—Formmaking. (3)
Study of the functions of supervisory personnel

School of Arts and Sciences

Art

- 121—Design I. (3)
An introduction to design as a basic factor in creative expression. Two lecture, two laboratory hours per week.
- 215—Design III. (3)

- An advanced course in the area of design, with particular emphasis on three-dimensional designing. Two lecture, two laboratory hours per week.
- 301—Art Education I. (3)

- An introductory course in the development of skills and methods in the school art program, with emphasis on materials and ideas important to children's art expression and growth.

Biology

- 111—Introduction to Biology. (3)

- An introductory survey of biology, with emphasis on the animal kingdom, designed for non-science majors. Credit in this course is not acceptable for the biology major or in the pre-professional curricula. Two lecture, two laboratory hours per week.

- 215—Organismal Biology. (4)

- A survey of the free living and parasitic protozoa, with consideration given to structure, taxonomy, habitat, and life history. Prerequisite: Biology 142 or the equivalent. Two lecture, four laboratory hours per week.

Classical and Modern Languages

- 111, 112—Elementary Spanish. (3 credits each semester)
Open to students who have had no Spanish and to students who have had less than the prerequisite for 211.

- 111, 112—Elementary French. (3 credits each semester)

- 111, 112—Beginning German. (3 credits each semester).
Prerequisite: one year of secondary grammar.

- 111—Elementary Russian. (3)

- Excessive drill in the principles of grammar with practice in pronunciation, elementary conversation and aural understanding, and translation.

English

- 111—English Fundamentals. (3)

- Training in correct writing, including drill in sentence and paragraph construction, dictation, punctuation, grammar, spelling, exposition and narrative themes, and book reports.

- 112—English Fundamentals. (3)

- A continuation of English 111, devoted to reading for comprehension, the more complex forms of writing (including the research paper), and an introduction to literary types.

- 211—English Literature. (3)

- A survey of English literature from the beginning to the period of Romanticism, with emphasis placed on major writers such as Chaucer, Spenser, Shakespeare, Milton, Dryden, Addison and Steele, Pope, and Goldsmith.

- 212—English Literature. (3)

- A survey of English literature from the period of Romanticism to the present day, with emphasis placed on major writers such as Keats, Wordsworth, Coleridge, Browning, Carlyle, Tennyson, Browning, Arnold, Hardy, Housman, Yeats, and Eliot. English 211 is a prerequisite.

- 301—Survey of American Literature. (3)

- A study of American literature from the beginnings to the period of the Civil War, with emphasis on major writers between 1820 and 1860.

History

- 111—The Development of European Civilization I. (3)

- Especially recommended for freshmen, this course traces the forms of western civilization from their ancient beginnings through the seventeenth century.

- 221—United States to 1865. (3)

- A survey of the United States from the discovery to the close of the Civil War. Prerequisite sophomore standing.

- 343—Constitutional History of the United States to 1865. (3)

- A study of the formative period and the early period of operations of the United States Constitution. Prerequisite junior standing and History 111 and 122.

- 413—Europe in the Twentieth Century. (3)

- A study of Europe since the outbreak of World War I. Prerequisite junior standing and History 111 and 122.

Mathematics

- 101—Mathematical Concepts. (4)

- Functional arithmetic; major concepts of number, measurement, function and proof.

- Note: This course will not satisfy any part of the one-year science requirement for graduation in the School of Arts and Sciences.

- 121—Basic Mathematics. (3)

- Fundamental operations of arithmetic and algebra, exponents and logarithms, factoring fractions, linear equations, verbal problems.

- Note: 1 Credit for this course toward graduation in any School of Arts and Sciences for students who offer two or more units of mathematics for credit.

- 122—Basic Mathematics. (3)

- Quadratic equations, binomial theorem, trigonometric functions, probability, statistical processes. Prerequisite Math 121 or qualifying test.

- 141—College Algebra and Trigonometry. (5).

- Essentials of college algebra and trigonometry. Prerequisite Math 121 or qualifying test.

- 212—Calculus. (5)

- Differentiation of transcendental functions, differentials applications of differentiation, definite integral; technique of integration. Prerequisite: Mathematics 211.
291—Introduction to Modern Mathematics. (3)

Music and Music Education

- Students involved in music activities may receive academic hours value up to ten hours may be taken for credit. The student should arrange for these lessons at the time of registration by discussion with the Music Department representative.

Physical Sciences

- 111, 112—General Inorganic Chemistry. (4).

- This course is open to all freshmen; it is a prerequisite for all courses in chemistry except Chemistry 106. This course is a comprehensive study of the basic laws and principles of inorganic chemistry. All elements and their compounds are covered. Conference periods are arranged for those who have not had high school chemistry and for others who desire to review the subject. A one-hour weekly supplementary qualitative analysis Mathematics 121 or 141 is a prerequisite or a co-requisite for Chemistry 111. Two hours lecture and three laboratory hours per week.

- 321, 322—General Organic Chemistry. (4).

- A systematic study of the preparation and reactions of aliphatic and aromatic compounds and their interpretation by modern theories of organic chemistry. Prerequisites for Chemistry 321 or 322 are recommended but not required. Three lecture hours and four laboratory hours per week.

Psychology

- Psychology 111—General Psychology I. (3)

- An introduction to the methods and scope of contemporary psychology. Facts and principles of human behavior are considered in their relationship to life adjustments. Areas covered include perception, learning, social processes, aptitudes and vocational adjustment, intelligence, and the nature and development of personality.

- 112—General Psychology II. (3)

- An introduction to psychology as a basic science emphasizing the methods used in the investigation of human and animal behavior. Areas covered include sensation and perception, motivation and emotion, learning and retention, and physiological mechanisms.

- 212—Psychology in Business and Industry. (3)

- Attitudes, morale, skill, motivation, fatigue, and other psychological factors important in employer and employee relations in business and industry.

- 213—Social Psychology. (3)

- A study of the influences of group behavior and cultural traditions upon the individual's vocational, domestic, and social adjustments. The psychological factors in the major problems of today.

- 215—Quantitative Methods. (3)

- Elementary statistics with primary emphasis on computation. Measure of central tendency and variability with introduction to tests of significance and correlation.

Philosophy

- 111—Introduction to Philosophy. (3)

- A study of the great problems arising in the reflection upon the knowledge and nature of the world and human conduct in it.

Social Sciences

Geography

- 111—Physical Geography. (3 credits each semester).

- A study of the major elements of the natural environment as a foundation for better understanding the science of the earth. Courses include both laboratory and textbook assignments and are directed to a study of physical science by means of quantitative for BA or BS degree. A one-day field trip is required for each course.

- 121—Economic Geography. Major Basic Resources. (3).

- Man's development and use of such major basic resources as land, water, forest, and minerals.

- 239—Survey of World Regions I. (3)

- Regional geography of Europe, the Soviet Union, and the Middle East, showing the people on their and their activities as related to the environment.

- 451—Urban Land Uses. (3) (Formerly Geography 553).

- A study of the allocation of land for urban uses, the adjustment of land uses to existing conditions, the economic patterns, functions, and forms of specific urban land areas and some of the continuous problems of urban development.

- 452—City Planning. (3)

- The fundamental principles of urban planning, basic elements of a city plan, and the necessity of continuity in planning administration.

Political Science

- 221—National Government. (3)

- The origins of our system of government, the framing of the Constitution, the principles underlying constitutional government, citizenship, civil rights, political institutions, national defense, the congressional organization and function, and the judicial process.

- 351—Modern Political Ideologies. (3)

- A study of authoritarianism and democracy as represented by a comparison of the four "isms"—capitalism, socialism, communism and fascism.

Marketing

- 221—Principles of Marketing. (3)

- General survey of the marketing structure, development, functional costs, institutions, and pricing policies. Prerequisite: Basic Economics, or permission of instructor. Both semesters.

- 351—Principles of Advertising. (3)

- General survey of the field of advertising including agencies, media, layout, typography, and copy. Both semesters. Prerequisite: Marketing 301 or permission of the instructor.

- 451—Principles of Retailing. (3)

- Fundamental principles underlying the successful operation of a retail business. Both semesters. Prerequisite: Marketing 301.

- 491—Marketing Administration. (3)

- A case study of general business marketing problems and the techniques used to solve them. Both semesters. Prerequisite: Marketing 301.

- Secretarial. Prerequisite: Accounting 312.

- 451—Federal Income Tax I. (3)

- Regulations pertaining to individuals and partnerships. Fall semester. Prerequisite Accounting 312, or permission of the instructor.

- 583—Current Accounting Problems. (3)

- Review of C.P.A. Examination, including theory of account, accounting principles and auditing. Open to persons with substantial accounting backgrounds, and on permission of instructor. Spring semester.

Economics

- 211—2—Principles of Economics I and II. (3 credits each semester).

- An introduction to economic concepts and terminology and to the fundamental principles underlying the production and distribution of goods and services, the creation and use of wealth, together with the application of these principles to major contemporary problems. Attention is given to both the international and the national income methods of economic analysis.

Management

- 101—Introduction to Business. (3)

- A survey course to acquaint beginning business students with the major institutions and practices in the business world. It emphasizes the theoretical and practical concepts of business, and to aid in orientation, comprehension, and formation of a specific major. Both semesters. Open to freshmen only.

- 217—Office Clerical Machine. (3)

- Instruction and practice in the operation of the major types of adding and calculating machines, decimal, decimal fraction, and percentage. The 101 and 217, half-year, adding machine, key-driven, and rotary calculators, and other mechanical office devices. Both semesters.

- 301—Business Law I. (3)

- Nature and classification of law, contracts, negotiable instruments. Study of selected cases. Both semesters. Prerequisite: junior classification or permission of the instructor.

- 331—Real Estate. (3)

- Real estate law, property description, methods of transfer, joint ownership, tax sales and title to property, inheritance of real property. Spring semester. Prerequisite: junior classification or permission of the instructor.

- 341—Business Organization and Finance. (3)

- Proration, organization, and financing of business enterprises, principles underlying selection of business form, structure and trends of American enterprise system, finance, and management; emphasis is placed on small and medium-sized enterprises. Both semesters. Prerequisite: Accounting 202.

- 345—Industrial Management I. (3)

- Development of scientific management, principles and methods of management, and the organization of work, including planning, control, and coordination. Both semesters. Prerequisite: Education 301.

- 371—Business Statistics I. (3)

- Procedures of collection, analysis, presentation, and interpretation of economic and business data. Both semesters. Prerequisites: Mathematics 122 or equivalent and Economics 211 and 212.

- 441—Corporation Finance. (3)

- Advanced treatment of financial management with emphasis on investment and medium enterprise and the formulation of policy. Financial problems are considered in connection with refunding, recapitalization, mergers, and consolidations. Spring semester. Prerequisite: Management 341.

- S 503—Law of Taxation of Estates, Inheritances, and Gifts. (3)

- A survey course of the law of taxation as applied to the transmission of property by gift or death and its impact upon accumulations.

Marketing

- 301—Principles of Marketing. (3)

- General survey of the marketing structure, development, functional costs, institutions, and pricing policies. Prerequisite: Basic Economics, or permission of instructor. Both semesters.

- 351—Principles of Advertising. (3)

- General survey of the field of advertising including agencies, media, layout, typography, and copy. Both semesters. Prerequisite: Marketing 301 or permission of the instructor.

- 381—Principles of Retailing. (3)

- Fundamental principles underlying the successful operation of a retail business. Both semesters. Prerequisite: Marketing 301.

- 401—Marketing Administration. (3)

- A case study of general business marketing problems and the techniques used to solve them. Both semesters. Prerequisite: Marketing 301.

- 212—Elementary Speech I. (3)

- Use and operation of the parts of the speech register, mastery of the keyboard, simple business and professional letters and reports, introduction to elocution. Four meetings per week. Both semesters.

- 211—Fundamentals of Shorthand I. (3).

General Information

COURSE CHANGES Applications for change of course are made in the office of the Director of the Evening Division. No course may be added after Sept. 28 and no course may be dropped after Oct. 26.

WITHDRAWAL. Withdrawn from the Evening Division may be effected by advising the Director in writing. Failure to give written notice will result in a grade of "F" in each course for which the student is registered. A student who withdraws after the fifth week of the semester will have his grades recorded as W (withdrawn passing) or WF (withdrawn failing). Withdrawal not permitted after Jan. 19, 1963.

COURSE CANCELLATION. The University reserves the right to cancel courses listed in this bulletin for which there are inadequate registrations.

VETERANS PROCEDURE. Memphis State University is fully approved for training under veterans' programs.

Veterans entering college for the first time and desiring to take advantage of the veterans' benefits must apply to the Veterans Administration, 801 Broadway, Nashville 3. Tennessee for a "Certificate for Education and Training."

Korean veterans are responsible for payment of their university fees.

All veterans, after registration, must file schedules of their classes with Coordinator of Veterans' Affairs, whose office is in the Student Center. Each monthly they must file "K-2" forms and sign the "Certificate of Training Form" to qualify for compensation checks. The dates on which these forms may be picked up and signed will be posted on the Student Center bulletin board.

Inquiries about veterans programs should be addressed to : Coordinator of Veterans' Affairs, Memphis State University, Memphis 11, Tennessee.

Basic principles of simplified Gregg shorthand—alphabet, brief forms, phras., and abbreviations, beginning dictation, and reading. Two hours, two laboratory hours per week. Both lecture, two laboratory hours per week.

352—Business Letter Writing. (3)

Psychology of the business letter, preparation of various types of business letters, letter writing problems. Spring semester. Prerequisite: ability to type.

431—Applied Secretarial Practice I. (3)

Qualifications, duties and training of a secretary. Preparation for employment, organization of work, telephone etiquette, business reference books, receptionist techniques. Fall semester.

Curriculum and Instruction

- 101—Introduction to Education. (3)

An overview of the whole field of education with emphasis on those things a student should know at the beginning of his/her professional career.

- 102—Human Growth and Development. (3)

An attempt is made to help the student better understand and appreciate the physical and mental changes that will be taking place in him/her as he/she grows and develops.

- 201—Psychology of Learning. (3)

The psychology of learning as applied to learning activities under the guidance of the teacher.

- 202—Routine School Management and Teaching Ads. (3)

An attempt is made to help the student better understand routine school management, the importance and use of records, reports, and schedule sheets in the use of teacher-made standardized tests, achievement materials and other sensory aids.

- 391—() Materials and Methods in High School. (3)

Observation, nature of content, and grade placement of courses offered at the secondary school level in the master matter area under consideration. Tools of instruction needed to teach the subject matter effectively.

- 331—Real Estate. (3)

Real estate law, property description, methods of transfer, joint ownership, joint ownership, tax sales and title to property, inheritance of real property. Spring semester. Prerequisite: junior classification or permission of the instructor.

- 341—Business Organization and Finance. (3)

Proration, organization, and financing of business enterprises, principles underlying selection of business form, structure and trends of American enterprise system, finance, and management; emphasis is placed on small and medium-sized enterprises. Both semesters. Prerequisite: Education 301 () more than but not repeat the same endorsement area for credit.

- 445—The Teaching of Children's Literature in the Elementary School. (3)

A course designed to improve the methods of teaching children's literature in the elementary school, including units on story telling, dramatization, choral speech work and the correlation of literature with the content subjects.

- 447—Techniques of Functional Literacy. (3)

An overview of the field of functional literacy and its psychological implications. A study of literacy methods, the preparation of materials for the new adult reader, and the preparation of the teacher to teach functional literacy.

- 471—Principles and Procedures of Guidance. (3)

An introduction to the principles of guidance in relation to child and adolescent needs.

- S 584—High School Administration. (3)

Modern practices in organizing and administering secondary schools, types of high schools, selection and appointment of principal, records, meetings, publications and grants, pupil personnel, guidance, selection, promotion, and improvement of teachers, and interpreting the school to the public.

Special Education

- 482—Education of the Brain-Injured and Cerebral Palsied Child. (3)

A study of the neurological mechanisms, the types of aphasia and their educational implications and abuses, the types of cerebral palsy and their education implications and abuses, the types of multiple handicaps and their educational implications and abuses, and the physical impairments (such as epilepsy) frequently encountered by teachers of special education, an investigation of the most satisfactory educational approaches to the rectification of these conditions.

Health and Physical Education

- 231—Safety and First Aid. (3)

First aid and safety measures for the home, school, and community; use of first aid materials, recognition of injuries and emergency treatment.

- 106—Orientation and Conditioning. (1)

Orientation and conditioning (for men); orientation and fundamental rhythms (for women). One or two semesters required of all students (except majors in health and physical education).

Home Economics

- 241—Elementary Nutrition. (3)

Nutritive value of food, factors influencing body food requirement and health. Open to freshmen



Sept. 1962

Memphis State University

The Evening Division

- ☆ Bachelor's Degree programs offered in the evening
- ☆ Professional Development for:
 - Business
 - Industry
 - Education
 - Liberal Arts
 - Pre-engineering
- ☆ Credit Courses Via Television
 - Psychology • Typing

For Further Information Write or Call
Dr. Calvin M. Street, Director

Memphis State University

Memphis 11, Tennessee
FA 4-3601